



GARY R. HERBERT
Governor

GREGORY S. BELL
Lieutenant Governor

State of Utah

OFFICE FOR VICTIMS OF CRIME

MELVIN C. WILSON
Director, UOVC

All VOCA, VAWA, Recovery Act, and SASP Subgrantees,

The Utah Office for Victims of Crime has begun our process for closing out our books for the 2011 fiscal year. As such, all Financial Status Reports for the period of July 1, 2011 - June 30, 2012 **MUST** be filed and signed on the Online Grant Management System by **no later than July 15, 2012** in order to receive reimbursement for any expenses incurred during that time period. Please also take the time to look back through your payment records and ensure that you have received all monies owed to your agency for the above-mentioned period and contact the appropriate Grant Analyst **immediately** (their information is below) if you feel there is a discrepancy. **ANY** expenditures or missing payments from the 7/1/11-6/30/12 grant period, not reported to our office by the July 15, 2012 due date will **not** be reimbursed. When you file your reports, please ensure that all reports which have been entered into the Online Grant Management System **contain the proper signatures** and say '**Submitted**' in orange next to them. Any reports that do not contain proper signatures as of the **July 15th** cutoff date will not be processed for payment.

Additionally, please be sure to attach the 4th quarter narrative progress report and, if applicable, the attached Deobligation Form (for any unused funds which you will be returning to UOVC) to the 4th quarter Financial Status Report.

PLEASE NOTE: For those who have grants that run on the January-December cycle (mainly VAWA), this does not mean that your grant is ending; we simply need to have all expenditures through June 30, 2011 reported so we can close our books and start a new *fiscal* year.

We understand that this deadline is earlier than the usual 30 day reporting deadline and falls at a busy time of year for everyone and very much appreciate your cooperation. Please do not hesitate to contact us with any questions or concerns.

Sincerely,
UOVC Grant Staff

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